CLAIMS

What I claim is:

1. A mark-up tool used in operative cooperation with a computer to allow a user to review and/or alter a plurality of electronic native documents each of which may have different formats and each of which is stored in said computer, said mark-up tool comprising:

   a) a selector for selecting and retrieving one of said stored plurality of said electronic native documents;

   b) a converter for changing the format of said selected native document to a common format; and

   c) an editor for reviewing and/or changing the selected document.

2. The mark-up tool according to claim 1 further comprising:

   a) a re-converter for changing the common format of the selected document back to the format of the selected native document; and

   b) a director for storing said reconverted selected document into said computer.

3.   The mark-up tool according to claim 1, wherein said

stored native document comprises data and wherein said

mark-up tool further comprises a compressor for compressing

the data of said native document after it has been changed

to said common format.

4.   The mark-up tool according to claim 1, wherein said

common format is of a postscript file.

5.   The mark-up tool according to claim 1, wherein said

mark-up tool comprises programs written in Microsoft (MS)

VC^{++}6.0.

6.   A method used in operative cooperation with a computer

to allow a user to review and alter a plurality of

electronic native documents, each of which may have a

different format and each of which is stored in said

computer, said method comprising the steps of:

        a)   selecting and retrieving one of said stored

plurality electronic native documents;

        b)   changing the format of said selected native

document to a common format; and

        c)   reviewing and changing the selected document.

7.   The method according to claim 6 further comprising the steps of:

   a)   re-converting the changed common format of the selected document back to the format of the selected native document; and

   b)   storing said reconverted selected document into said computer.

8.   The method according to claim 6, wherein said stored native document comprises data and wherein said method further comprises the step of compressing the data of said selected native document after it has been changed to said common format.

9.   The method according to claim 6, wherein said common format is of a postscript file.

10.   The method according to claim 6, wherein said computer further comprises display means, and wherein said method further comprising the steps of:

   a)   providing a mouse for pointing to an area of a document displayed on said display means which is to be reviewed and/or altered;

7   b) using the mouse to point at the top left area of

8   the displayed document to be reviewed and/or altered;

9   c) dragging the now pointer created by the mouse to

10   the bottom right area of the displayed document to be

11   reviewed and/or altered;

12   d) providing a color-coded rectangle surrounding an

13   area encompassed by said dragging;

14   e) releasing the mouse;

15   f) providing a dialog on said display to allow a user

16   to enter alterations to information confined in said color-

17   coded area; and

18   g) entering said alterations.

1   11. The method according to claim 10, wherein said color-

2   coded rectangle is a color selected from the group

3   consisting of blue, green, and red.

1   12. The method of claim 11, wherein said color-coded

2   rectangle further comprises a strip that is selected from

3   the group consisting of dashed Xs and dashed checks.